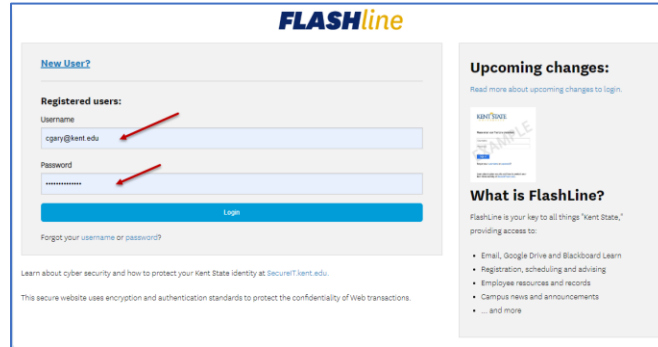


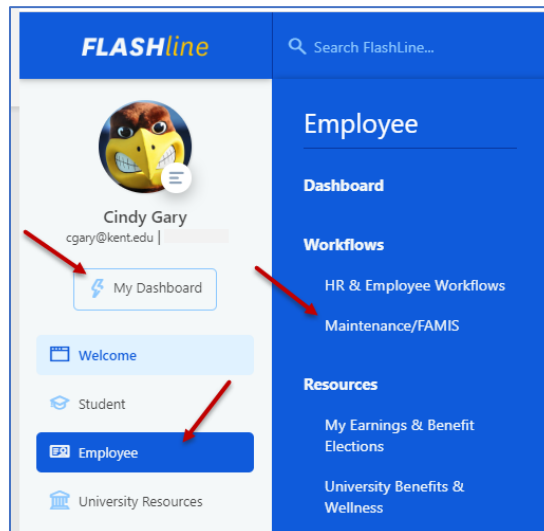
# Process for Ordering Covid-19 Supplies via FlashTrack

- Log into Flashline with username and password: <https://flashline.kent.edu/>

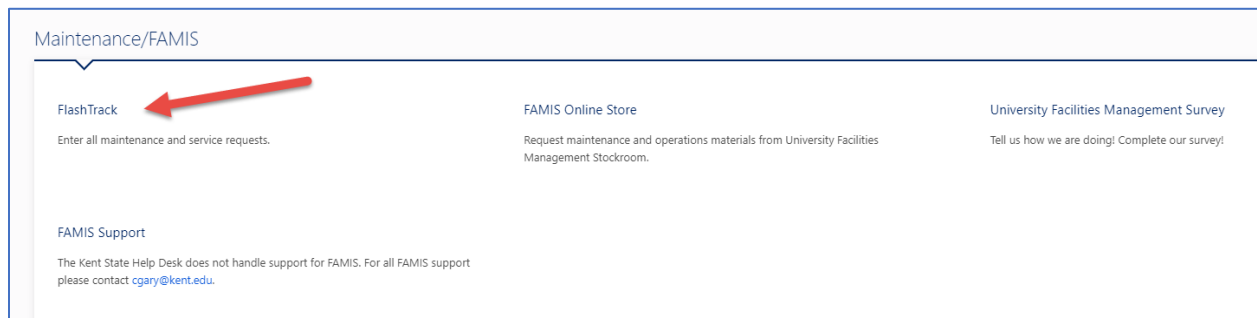


The image shows the Flashline login page. At the top is the 'FLASHline' logo. Below it, on the left, is a 'Registered users:' section with fields for 'Username' (containing 'cgary@kent.edu') and 'Password', and a 'Login' button. Red arrows point to these fields. On the right, there is an 'Upcoming changes:' section with a link to 'Read more about upcoming changes to login.' and a 'What is FlashLine?' section with a list of services: Email, Google Drive and Blackboard Learn, Registration, scheduling and advising, Employee resources and records, Campus news and announcements, and more.

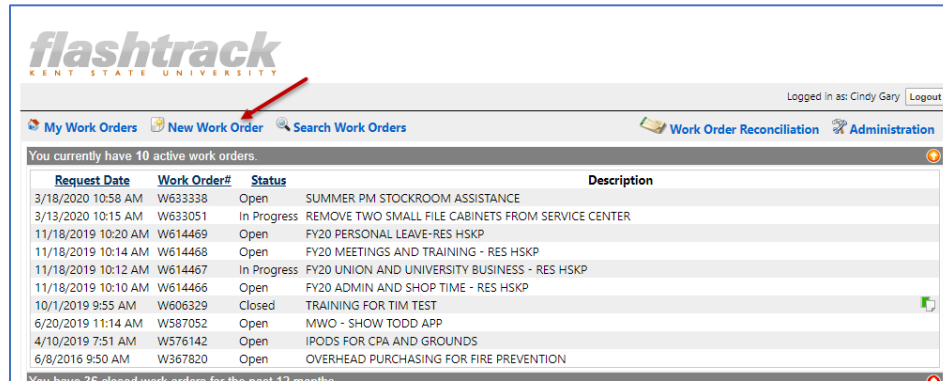
- Under the **Employee** menu and **Workflows** heading, select **Maintenance/FAMIS**



- Select **FlashTrack** under the **Maintenance/FAMIS** area



- Once in **FlashTrack**, select **New Work Order**



- This will open a new work order form
- Click the arrow in the box under the **Site** area
- From list of values, select campus

The screenshot shows the 'New Work Order' form. In the 'Location' section, there is a 'Site' dropdown menu with 'KENT' selected. A red arrow points to the dropdown arrow. Below the dropdown, there is a list of locations: ASHTABULA, EAST LIVERPOOL, GEauga, KENT, SALEM, STARK, TRUMBULL, and TUSCARAWAS. To the right, there is a section 'Where do you require service?' with radio buttons for 'Building', 'Non-Building Locations', and 'Other'. Below this, there is a text area with instructions: 'All work orders for reporting and reconciling purposes. Requestors submitting routine maintenance, cleaning, requests for work at academic buildings will not be billed for services. Non-routine requests that involve over- or structural alterations may be billed back to the requesting department.'

- Select **Building**
- From the list of values, select the **Location, floor, and room**

The screenshot shows the 'New Work Order' form. In the 'Location' section, there is a 'Site' dropdown menu with 'KENT' selected. A red arrow points to the dropdown arrow. Below the dropdown, there is a list of locations: ASHTABULA, EAST LIVERPOOL, GEauga, KENT, SALEM, STARK, TRUMBULL, and TUSCARAWAS. To the right, there is a section 'Where do you require service?' with radio buttons for 'Building', 'Non-Building Locations', and 'Other'. Below this, there is a text area with instructions: 'All work orders for reporting and reconciling purposes. Requestors submitting routine maintenance, cleaning, requests for work at academic buildings will not be billed for services. Non-routine requests that involve over- or structural alterations may be billed back to the requesting department.'

- Under *Type of Request*, select *Covid-19 Supplies*

**flashtrack**  
KENT STATE UNIVERSITY

Logged in as: Stina Olafsdottir [Logout](#)

[My Work Orders](#) [New Work Order](#) [Search Work Orders](#) [Work Order Reconciliation](#)

**Requester:**  
Kristin Olafsdottir (Staff/Faculty)  
Email: kolafsd@kent.edu  
Telephone: (330) 672-0860  
Department: Bursar's Office

If your contact information has changed, please update through Flashline.

Required fields are denoted by: \*

**Submitted For:**  
☒ Myself  
☐ On Behalf of:

**Location:**  
Site: **KENT**  
Where do you require service? \*  
☒ Building ☐ Non-Building Locations ☐ Other  
Select Location: \* **SCHWARTZ CENTER**  
Floor: **FIRST FLOOR**  
Room: **00131**

**Request Information:**  
In the event of an emergency repair condition which poses immediate danger to personnel or property, i.e. flooding, a broken window, electrical short, please call 330-672-2345, the 24 hour service telephone number.

Type of Request: \*  
Select One  
Select One  
Building Maintenance  
**Covid-19 Supplies**  
Covid-19 Supplies

Please enter the details of your request and any additional information that may be helpful to complete your request. Do not use any of the following characters in your description: %, &, /, \, #

- To request new PPE supplies, complete the information requested in the fields
  - Enter zero "0" for fields that are not applicable

**Request Information:**  
In the event of an emergency repair condition which poses immediate danger to personnel or property, i.e. flooding, a broken window, electrical short, please call 330-672-2345, the 24 hour service telephone number.

Type of Request: \*  
**COVID19 - Supplies**  
**COVID19 - New Orders**

Please answer the following questions:

Department Name \* **University Facilities Manager**

Planned Date of Return to Work, or current if you are already on site \* **August 1**

How many employees is your order for? \* **8**

How many of these employees will be returning back to campus during Phase One? \* **8**

How many of these employees need Medium Gloves? \* **4**

How many of these employees need Large Gloves? \* **3**

How many of these employees need X-Large Gloves? \* **1**

Do you need Washable Masks? \*  
☒ Yes  
☐ No

How many common spaces are in your department? \* **3**

Do you need Bottle(s) of Hand Sanitizer Spray Mist? \*  
☒ Yes  
☐ No

Do you need Bottle(s) of Hard Surface Disinfectant Spray? \*  
☒ Yes  
☐ No

Do you need Reusable Forehead Thermometer Strips? \*  
☒ Yes  
☐ No

Please enter the details of your request and any additional information that may be helpful to complete your request. Do not use any of the following characters in your description: %, &, /, \, #

\*

- If you need to replace used towels or refill hand sanitizer mist and/or hard surface disinfectant on existing supplies, please select **COVID-19 Refill** from drop down list and enter the quantity of items. The UFM custodial staff will take care of replenishment.
  - Provide specific information on the location of the empty bottles and/or towels in the description field

Type of Request: \*

COVID19 - Supplies

COVID19 - Refill

To order refills for regional campus's, please contact Cindy Gary, (cgary@kent.edu) or Andrew Vaughan, (avaugha3@kent.edu) .

Please answer the following questions:

Replace used towels? Qty: \* 10

Refill existing sanitizer spray bottle? Qty: \* 2

Refill existing hard surface disinfectant bottle? Qty: \* 2

Please enter the details of your request and any additional information that may be helpful to complete your request. Do not use any of the following characters in your description: %,&./\#

\* Empty bottles and towels are located in room 112 of White Hall

- Select your **Department** and **Index** from the list of values
  - All PPE orders are being funded centrally so your index will **NOT** be charged; this is used for tracking purposes only

**Billing:**

An index is required for all work orders for reporting and reconciling purposes. Requestors submitting routine maintenance, cleaning, delivery, and grounds requests for work at academic buildings will not be billed for services. Non-routine requests that involve over-time labor, new construction, or structural alterations may be billed back to the requesting department.

Department: \* BURSAR'S OFFICE (100394)

Index: \* 100303 (Bursar's Office)

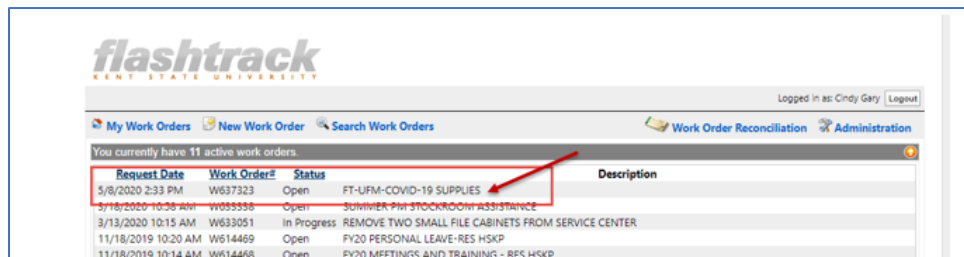
- Click **Submit Work Order** to complete your FlashTrack request

**Email Confirmation:**

Once you submit your request, you will receive confirmation of your submission in an e-mail sent to your e-mail address (listed above). Enter a comma-separated list of Kent e-mail addresses you would like a copy of the confirmation sent to (optional):

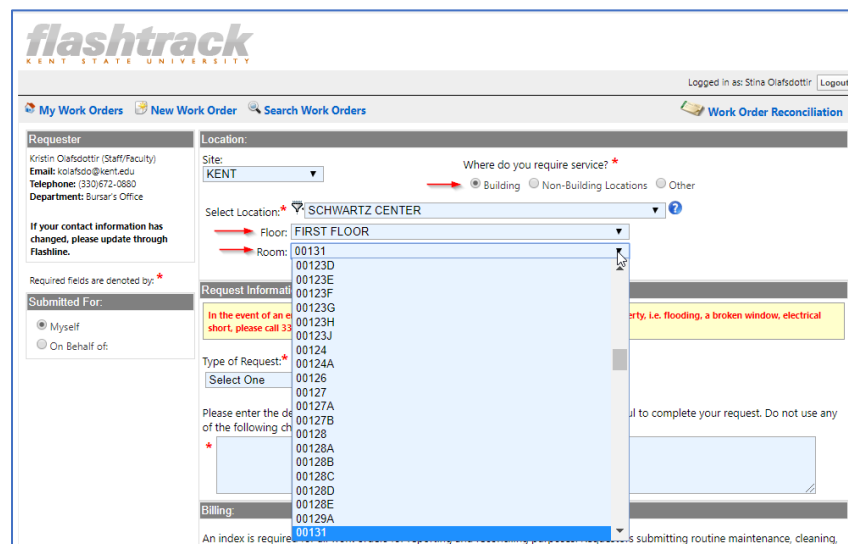
Submit Work Order Cancel

- The PPE supply request has now been sent to the UFM Stockroom for processing
- The requester will receive an email when the work order has been processed and an additional email when complete



Request Date	Work Order#	Status	Description
5/8/2020 2:33 PM	W637323	Open	FT-UFM-COVID-19 SUPPLIES
5/18/2020 10:36 AM	W635536	Open	SUMMER PM STOCKROOM ASSISTANCE
3/13/2020 10:15 AM	W633051	In Progress	REMOVE TWO SMALL FILE CABINETS FROM SERVICE CENTER
11/18/2019 10:20 AM	W614469	Open	FY20 PERSONAL LEAVE-RES HSKP
11/18/2019 10:14 AM	W614468	Open	FY20 MEETINGS AND TRAINING - RES HSKP

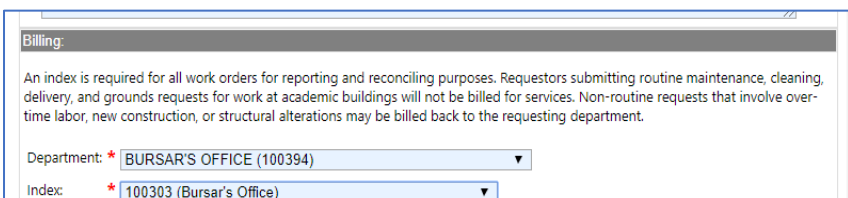
- Mail Services staff will deliver for Kent campus. Regional campus and CPM orders will be coordinated directly with Regional campus/CPM representative.



**Requester**  
 Kristin Olafsdottir (Staff/Faculty)  
 Email: kolafsd@kent.edu  
 Telephone: (330)672-1080  
 Department: Bursar's Office

**Location:**  
 Site: KENT  
 Where do you require service? \*  
☒ Building ☐ Non-Building Locations ☐ Other  
 Select Location: \* SCHWARTZ CENTER  
 Floor: FIRST FLOOR  
 Room: 00131

**Request Information:**  
 In the event of an emergency, please call 330-672-1080  
 Type of Request: \*  
 Select One  
 Please enter the details of the following request:  
 \*  
 Billing: 00131



**Billing:**

An index is required for all work orders for reporting and reconciling purposes. Requestors submitting routine maintenance, cleaning, delivery, and grounds requests for work at academic buildings will not be billed for services. Non-routine requests that involve over-time labor, new construction, or structural alterations may be billed back to the requesting department.

Department: \* BURSAR'S OFFICE (100394)

Index: \* 100303 (Bursar's Office)